

# UNITED STATES PROBATION OFFICE DISTRICT OF KANSAS

## VACANCY ANNOUNCEMENT #A06-5

**POSITION:** Probation Services Technician  
(More than one full time and/or part time position available)

**LOCATION:** District of Kansas - Kansas City, Topeka, and Wichita

**FULL SALARY RANGE:** CL 24 (\$31,113 - \$50,556) This is a temporary position with a two year appointment contingent upon available funding.

**ISSUE DATE:** March 16, 2006

**CLOSING DATE:** Open until filled

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### **DUTIES**

The duties of the Probation Services Technician include, but are not limited to the following:

Assists officers in performing investigations for own and other districts by accessing NCIC/KBARS.

Enters case assignments into PACTS for calculation of due dates.

Retrieves criminal history information. Networks with other law enforcement agencies to pick up documentation from District Court, PD and SO.

Serves as liaison with the U.S. Attorney's Office and other related agencies to obtain, copy, and return files.

Prepares Judgment and Commitment Orders for the Court by using information provided by the officers from the court hearings and transmits these Orders and related documents to the appropriate parties such as the Court, the U.S. Attorney, the Bureau of Prisons, etc.

Sets up supervision/investigative files according to district policy.

Enters, analyzes, maintains, and produces accurate data in various automated and manual systems. Data may include fines, restitutions, special assessments, urine analysis, electronic monitoring, drug/mental health, contracting, community service hours, etc.

Monitors Monthly Supervision Reports for changes of address, employment records, police

contact or late reports, and enters pertinent information in the offender chronological record and updates PACTS. Provides list of delinquent reports to officers and transmits letters to clients concerning delinquent reports.

Prepares correspondence to request collateral assistance and responds to collateral requests.

Conducts six-month case review record checks and other record checks as necessary.

Coordinates with officers and prepares travel permits for offenders.

Makes appointments and maintains calendars for officers.

Adheres to all human resources policies and the Code of Conduct for Judicial Employees

Develops and maintains tracking of EM equipment, orders and maintains inventory of UA supplies, and calibrates alcohol sensors on a regular basis.

Conducts same sex urine collection with the direct supervision of the probation officer.

### **QUALIFICATIONS**

To qualify, an applicant must be a high school graduate, or equivalent, and have one year of specialized experience. Entry level salary will be based on experience and/or combination of education and experience.

**Specialized experience:** Progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving routine use of keyboard skills, use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives or laws.

### **EMPLOYEE BENEFITS**

1. 13 days per year paid vacation for the first three years.
2. 20 days per year paid vacation after three years.
3. 26 days per year paid vacation after fifteen years.
4. 13 days per year paid sick leave.
5. 10 paid holidays per year.
6. Choice of healthcare coverage from a wide variety of plans.
7. Life Insurance options.
8. Participation in the Federal Employees Retirement System.
9. Participation in the Thrift Savings Plan (tax deferred retirement savings plan).
10. Participation in the Long Term Care Insurance plan.
11. Participation in the Flexible Benefits Program.
12. Free Parking.
13. Free onsite fitness center.

## **SELECTION PROCESS**

To apply for this position, applicants must submit:

- a cover letter
- completed *AO 78 Application for Judicial Branch Federal Employment\**
- completed *District of Kansas Supplemental Information Form\**

**\*THE AO 78 AND SUPPLEMENTAL FORMS ARE AVAILABLE ON OUR WEB PAGE AT:**

<http://ksd-pubweb.ksd.uscourts.gov/>

**Submit application to:**

**United States District Court  
Human Resource Division  
500 State Ave., Room 259  
Kansas City, KS 66101**

All resumes will be evaluated and the most qualified applicants invited for a personal interview.

## **INFORMATION FOR APPLICANTS**

The U.S. Probation Office reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, any of which actions may occur without any prior written notice. This job announcement may involve filling more than one position described herein. The U.S. Probation Office require employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Due to the volume of applications received, the U.S. Probation Office may only communicate to those individuals who will be interviewed for open positions. Travel and relocation expenses will not be paid. Applicants must be United States citizens or eligible to work in the United States. Qualified applicants will be subject to a credit and criminal background check. This position is subject to mandatory Electronic Fund Transfer for payment of net pay.

**THE UNITED STATES PROBATION OFFICE IS AN EQUAL OPPORTUNITY EMPLOYEE**